FLIGHT PROJECTS DIRECTORATE
STATUS REVIEW PACKAGE (SRP)

CIVIL SERVICE MANPOWER
USER GUIDE

Prepared for:
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The following documentation is an overview of the Civil Service Manpower Windows program operation.

RUNNING A CHART FROM WINDOWS

There are two ways to run the MPY chart in the Windows environment:

The first is to double click on the MPY icon. This will load the MPY chart and automatically load the last file opened.

The second way is to click on the MPY icon. Make sure the title under the icon is highlighted. Move the pointer up to File and click. Move the pointer to Properties and click. This will bring up a dialog box that displays the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on OK. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the Properties dialog box.

CREATING A NEW CHART

Move pointer to the menu bar and click on File. This will reveal the File pulldown menu.

Move the pointer down the pulldown Menu to New, and click. This will display a dialog box where the chart type is to be selected. Select the chart type and click on OK.

This will display the Options dialog box.

Enter the "Fiscal Year". Valid years are 1960 to 2050.

Enter the number of periods. Valid number of periods are 2 thru 15.

After these entries have been made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on File. This will display the File pulldown menu.

Move the pointer to Open, and click on Open. This will display a dialog box where the chart type is to be selected. Select the chart type and click on OK. This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file. Then move the pointer to **OK** and click, or Move the pointer to the file to be opened and double click on it.

ENTERING DATA

Position the pointer over the field you want to enter.

Click on that field. This will display a small dialog box.

Position the pointer over the **OK**, **NEXT**, or **CANCEL** buttons and click. **OK** will accept the changes, **CANCEL** will leave the current field unchanged, and **NEXT** will accept the change and then shift to the next cell. Data entry must be terminated with an **OK**.
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All invalid entries will display an error box. The field will be left blank. Reselect the field and re-enter the number if needed.

TITLES, DATES, AND OTHER FIELDS

Move the pointer to the field to edit and click. This will display an entry box.

Make the entry.

Move the pointer **OK** or **CANCEL** and click.

OK accepts the entry, and **CANCEL** reverts back to what was previously entered in for that field.

The proper format to use when entering the date is MM/DD/YY; e.g. 07/21/91.

ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Position the pointer to the bottom left of where an annotation is needed and double click. This will open an entry box.

Type in the annotation, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

To Move an annotation, position the pointer on the annotation and depress the left mouse button. The pointer will change to a cross hair. Drag the annotation to the desired position. Release the mouse button when the positioning of the annotation is satisfactory.

To change the attributes of an annotation, move the pointer to the menu bar, and click on Edit. Then click on Annotate. This will display a dialog box where the color, size, and font can be changed for each annotation.

Use the **PREVIOUS** and **NEXT** buttons to flip through the annotations.

If an annotation is in an undesirable location and cannot be moved, delete the annotation by using the annotation dialog box.

OPTIONS

Position the pointer over the menu bar and click on Format. Then click on Options.

Any option can be changed at any time.

Refer to section on "NEW" for changing the Options.

SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on File, then click on Save or Save As.

The option "Save As" allows you to save the file using any legal file name and path.

The option "Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".CSY" extension for Civil Service Manpower charts, a ".CTY" extension for Contractor Manpower charts and a ".COY" for Cost charts.

LINE STYLES

Position the pointer on the menu bar and click on Format. Then click on Line Styles. This opens a dialog box where the line styles can be changed.

Click on the radio button for the desired line style and color.

To Exit, click on **OK** or **CANCEL**. **OK** saves the changes, and **CANCEL** reverts back to the previous settings or defaults.

ERROR BOXES

Error Boxes can be displayed for several reasons:

OPENING A FILE:

If you type in the wrong file name, an invalid file name, or the file cannot be found, then an error box will appear.

ENTERING AN INCORRECT NUMBER:

If you type in a number other than in the specified valid range, an error message will appear.

In the Options dialog, an invalid "Fiscal Year" entry will result in an error. The range of valid years is 1960 through 2050.

WARNING BOXES

A warning box will be displayed if the user has made changes to a file and:

- tries to open another file without first saving the current file.

- tries to create a new file without first saving the current file.

- tries to quit without saving the current file.

The warning box asks the user if they would like to save the file. The correct responses are either **YES**, **NO**, or **CANCEL**. **YES** saves the changes. **NO** continues on without saving the file. **CANCEL** aborts the operation.

A warning box will be displayed if the user attempts to save a new file to an existing file name.

The warning box asks the user if the existing file should be overwritten. **YES** overwrites the file, **NO** and **CANCEL** allow the user to enter a new file name.

DELETE

To delete a file, position the pointer on the menubar. Click on File, then click on Delete. This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file to be deleted or move the pointer to the file to be deleted and click. Move the pointer to **OK** and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

PRINTER SETUP

To access the Printer Setup, Move the pointer to the menubar and click on File. Move the mouse to Printer Setup and click. This will bring up a dialog box where the printer

modes can be changed. Make sure the printer is set up for "Landscape" before printing.

PRINTING

Move the pointer to the menubar and click on File. Move the mouse to Print and click. This will print the chart on the Windows default printer.

EXIT

To exit an existing file, move the pointer to the menu bar and click on File. Move the pointer to Exit, and click on Exit.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the user to save the current file.